

Creating an Ad Hoc or Personal HyperFind Query

- 1 From a widget such as **Reconcile Timecard**, select one of the following from the **Show** drop-down list:
 - **Edit Ad Hoc** to modify the Ad Hoc query for this session only.
 - **New** to create a new personal query for reuse.
- 2 From the **Select Conditions** tab, select a filter from one of the filter categories.

Some commonly used search criteria filters include:

Locating only employees in specific divisions or locations:

General Information > Primary Account

Locating employees based on employment status of inactive or terminated:

Timekeeper > Employment Status

Locating employees who have specific pay code hours, comments, or exceptions:

Time Management > Pay Code

Time Management > Exceptions

Time Management > Comments

- 3 Click **Include** or **Exclude** to include or exclude employees who match the selected condition.
- 4 Click one or more conditions and specify any necessary information.
- 5 Click **Add Condition**.
- 6 Repeat steps 2 through 6 to add additional conditions.

Note: If you add a condition in error or need to modify a condition, select the condition from the **Selected Conditions** pane and click the **Edit Condition** or **Delete Condition** button.

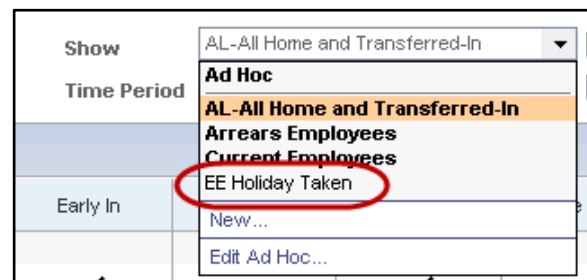
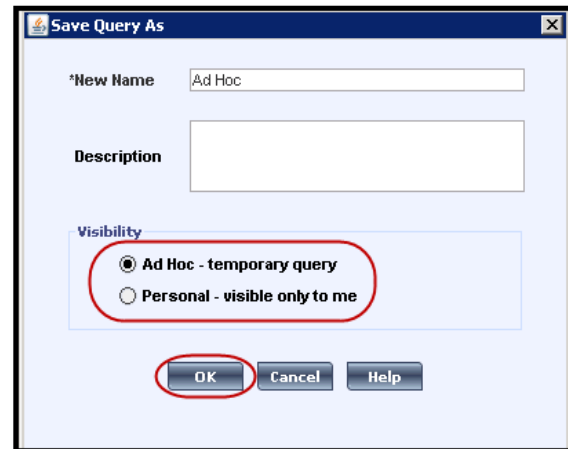
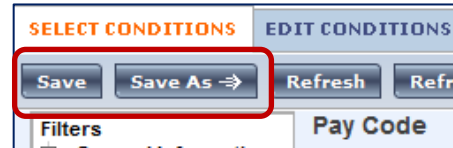
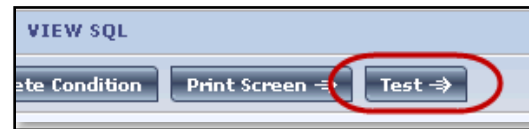
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eSTART
State of Alabama

Testing and Saving the Ad Hoc or Personal HyperFind Query

- 7 Click the **Test** button to review the sample query results. Click the **X** in the upper right-hand corner of the test window to close the dialog box.
If you do not receive the results you expected, edit your conditions.
- 8 Click **Save** or **Save As**.
- 9 What type of query do you want to create?
 - Select the **Ad Hoc – temporary query** visibility option if you only want to use this query during your current session.
 - Select the **Personal – visible only to me** option if you want to be able to use the query for multiple sessions.
- 10 If you selected **Personal**, enter a query name and a description.
- 11 Click **OK**.
- 12 If you created a Personal query, you will be able to view it in the **Show** list.
Personal queries display in regular text (not bold) in the HyperFind query list.



Assigning a Personal HyperFind Query to Another Person

- 1 From the **Related Items** pane, select **Setup**. Then select **Query Manager**.
 - 2 Select **Find** to retrieve a list of existing queries.
 - 3 Select the query to be assigned, then click the **Assign** button.
 - 4 The **Assign Query** window displays with a list of available names. A **Search** field is available to narrow the search, if needed.
 - 5 Select the desired name.
 - 6 Select the **OK** button. Message displays to indicate whether assignment was successful.
- Note:** Only one name may be selected, repeat steps to add other managers.
- The assigned person now has access to the HyperFind from any of their **Show** drop-downs.

